



CHARTIERS TOWNSHIP POLICE DEPARTMENT

2 BUCCANEER DRIVE, HOUSTON, PENNSYLVANIA 15342

Phone: 724-745-8030 or 745-4126 • Fax: 724-873-1546

CHARTIERS TOWNSHIP POLICE DEPARTMENT

PERSONAL DATA QUESTIONNAIRE FOR ENTRY-LEVEL APPLICANTS

READ THESE INSTRUCTIONS CAREFULLY PRIOR TO COMPLETION

This application consists of several sections: a questionnaire; a Notification Procedure Release; a verification; a general waiver; and a description of essential job functions. Every one of these sections must be completed in order for Chartiers Township to accept the application as complete. Answer every question and leave no question unanswered. If the question does not apply to you, so state with DNA in the space provided for the answer to the question. All candidates will personally prepare this form. All entries, except the signature, must be printed legibly in BLOCK LETTERS. Entries must be typed or printed in either blue or black ink. If the space available for answering any question is insufficient, use the continuation page at the end of the application. To define each continued answer, precede each answer with the corresponding letter and number of the question to be answered (e.g., A-3, F-10, etc.). In compliance with The Americans with Disabilities Act of 1990, police applicants will not include any medical history information in this Personal Data Questionnaire.

In order to conduct a thorough and complete background investigation, any applicant who having received a conditional offer of employment, will be required to complete the information supplement requiring more specific personal data. The Background Information Questionnaire will provide extensive information concerning family, both immediate and extended, residence, military service, financial, and arrest/criminal record histories.

Do not misstate or omit material fact since the statements made herein are subject to verification to determine your qualifications for employment. Any candidate who intentionally makes a false statement or practices or attempts to practice, any deception or fraud in this application, in any examination, or in securing eligibility for appointment will be eliminated from the process.

PLEASE NOTE THAT ALL INVESTIGATION WAIVERS MUST BE SIGNED. PRIOR TO RETURNING THE APPLICATION.

Applicant's Name _____

Address _____

Telephone # _____ E-mail _____

How did you hear about this test?

_____ Newspaper

_____ Police Academy Posting

_____ College/University Posting

_____ Word of Mouth

_____ Military Posting

_____ Public Safety Organization Posting

_____ Other

A. Personal Data

1. _____
Last Name First Name Middle Name

2. Give any other names you have used or have been known by and a statement giving reasons.

3. Social Security Number _____

4. Present Address _____

5. Phone Number (H) _____(C) _____

6. _____
U.S. Citizen: Native (Yes/No) Naturalization No. Date Place Court

B. Education

1. List chronologically (most recent dates first) all schools, colleges, and training courses you have attended.

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

School	Last Grade Completed	_____ Day	
		_____ Evening	
Address	City/Town	County	State

2. What college degree(s) or professional license(s) do you possess?

Major _____ Grade point average _____

Total credits achieved toward degree _____

Major _____ Grade point average _____

Total credits achieved toward degree _____

3. Other than English, what language(s) do you?

Speak _____

Read _____

Understand _____

Write _____

4. List any specialized training, and/or apprenticeships you have completed.

5. List any honors, awards, certifications you have received or achieved.

6. Identify any special job-related skills and/or other qualifications.

C. Military history

Branch	Start Date	End Date
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If you have ever served in the U.S. Armed Forces, a copy of discharge or separation papers must be attached.

Discharge/Release Yes No Category/Type _____

Current Status _____

Do you claim veteran's preference? Yes No

D. Employment

1. Current Employer:

Name/Company			
Street address	City/Town	State/Zip	(Area Code) Phone no.
Date hired	Supervisor		
Duties			

2. List below in chronological order, starting with the most recent, every place you have been employed. Give correct full addresses. State dates of idleness between periods of employment in proper sequence. Include all part-time employment.

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
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Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

From	To	Name, address and phone number of employer (include zip and area codes)	Occupation
Mo Yr	Mo Yr		
Immediate supervisor		Reason for leaving	Salary/hourly wage

3. Were you ever discharged or asked to resign from employment? _____ Yes _____ No
 How many times? _____ Give details of discharge or forced resignations below.

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

Date	Name, address and phone number of employer
Immediate supervisor	Reason for discharge

4. Were you ever subjected to disciplinary action in connection with any employment?

_____ Yes _____ No

If yes, give details _____

E. Prior Criminal History

The following questions must be answered truthfully and completely. Remember that ANY omission, falsification or misstatement may be reason for elimination from this hiring process. You are also reminded that ALL statements will be investigated thoroughly by the Chartiers Township Police Department. The background investigation will include, but not be limited to, an extensive neighborhood background check, urinalysis, etc.

1. Have you ever been convicted of any violation of the fish and game laws? ____ Yes ____ No
If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

2. Have you ever been convicted of a violation of the disorderly person's act or city ordinance?
____ Yes ____ No If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

3. Have you ever been convicted of any violation of the criminal law? ____Yes ____No

If yes, please provide the information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

4. Has a protection from abuse or a similar restraining order been issued to or against you in any jurisdiction?
 ____Yes ____No If yes, when and where? _____

Explain circumstances _____

Has it been resolved or concluded? _____

F. Subversive Activity

1. Have you ever advocated the overthrow of our constitutional form of government, or to alter the form of the government by unconstitutional or unlawful means? _____ Yes _____ No

2. If your answer is YES to the above question, explain below.

G. Motor Vehicle History

1. Have you ever been convicted of a violation of the motor vehicle laws in this or any other state? (Exclude overtime parking violations). _____ Yes _____ No If yes, please provide information below.

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

Date	Violation	Location
Court disposition	Your age at the time	Police agency involved

2. Vehicle Operator's License

Give the following information concerning any vehicle operator's license you have held or now hold:

Type of License Number Issuing Authority Expiration

H. Other Information

1. Have you ever possessed any pistol permit, firearm permit, firearms ID card, firearms dealer license in this state or any other state under federal jurisdiction? Yes No

Permit Number _____

Firearms Dealer's License Number _____

Issuing Agency _____

2. Have you ever used any illegal drugs in the past ten (10) years? Yes No

If yes, state details. _____

3. Have you ever previously participated in the testing process for appointment to the Chartiers Township Police Department? Yes No If yes, list date(s) of written examination(s). _____

Has a background investigation ever been conducted on you by the Chartiers Township Police Department? Yes No

4. Do you have any knowledge or information in addition to that specifically called for in the preceding questions which is or which may be relevant, directly or indirectly, in connection with an investigation of your eligibility and qualifications for the position of police officer with the Chartiers Township Police Department, including, but not limited to, knowledge or information concerning your character, temperance, habits, employment, education, subversive activities, family, associations, criminal records, traffic violations, residence or otherwise? Yes No

If yes, state details. _____

5. Have you ever applied for a position with any other governmental agencies? If yes, give details.

I. Vouchers (NOT TO BE SWORN MEMBERS OF THE CHARTIERS TOWNSHIP POLICE DEPARTMENT OR ANY OTHER PERSON LISTED IN THIS APPLICATION)

Upon completion of this form, the applicant must obtain two reputable citizens (no relatives) who will vouch for the name, reputation, and ability of the applicant.

The voucher portion of the application should then be completed by the voucher and signature affixed.

I, the undersigned, declare that I am over eighteen (18) years of age, that I have personally known the applicant for at least one (1) year. I am not related in any way to the applicant. I will, upon request, give further facts concerning the applicant.

*****ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL*****

VOUCHER ONE (Please print)

Name _____	Business Address, Area Code & Phone No. _____
Address _____	_____
City, State, Zip Code _____	Occupation _____
Area Code _____ Phone Number _____	How long have you personally known applicant? _____
Date of Birth _____	Is applicant of good character and reputation? _____

Date _____ Signature _____
(Sign in ink)

(Printed Name)

Vouchers (NOT TO BE SWORN MEMBERS OF THE CHARTIERS TOWNSHIP POLICE DEPARTMENT OR ANY OTHER PERSON LISTED IN THIS APPLICATION)

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*****ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL*****

VOUCHER TWO (Please print)

Name _____ Business Address, Area Code & Phone No. _____

Address _____

City, State, Zip Code _____ Occupation _____

Area Code _____ Phone Number _____ How long have you personally known applicant? _____

Date of Birth _____ Is applicant of good character and reputation? _____

Date _____

Signature _____
(Sign in ink)

(Printed Name)

AFFIDAVIT AND CERTIFICATION OF APPLICANT

I certify that all of the statements made in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I am aware that any misrepresentation of information supplied by me will result in my disqualification from the selection process. Further, I authorize Chartiers Township to verify any and all information contained herein and to review any employment, education, financial, and criminal history, military, disciplinary and other records and information from any source as noted in the executed Authorization and Release form. In the event I am employed, I understand that any false or misleading information I knowingly provided in my application or interview(s) may result in discharge and/or legal action. I understand also if employed, I am required to abide by all rules and regulations of the employer.

I have read this Certification and I understand and agree to the conditions imposed herein.

Date _____

Signature _____
(Sign in ink)

(Printed Name)



Chartiers Township Police Officers enforce laws, provide other services to their community and are expected to inspire public confidence in government by their position and allegiance to their oaths of office. The selection process is rigorous and tests applicants' physical and emotional fitness. You must meet minimum qualifications and satisfactorily complete each phase of the applicant investigation process to be selected for appointment as a Chartiers Township Police Department Police Officer.

You must seriously consider your own reasons for becoming a Chartiers Township Police Officer. Not every person is an appropriate candidate for this career. Frequently, officers go from long periods of inactivity to sudden situations causing significant physical and emotional stress. You will be placed in situations that will test your judgment, to include the decision to use deadly force. Our process attempts to ensure that applicants who may pose risks of injury to themselves or others will not be selected. You are personally responsible to consider the risks before proceeding.

Often, Chartiers Township Police Officers are exposed to situations that can lead to corrupt and/or unlawful behavior. We seek only those people whose histories reflect honesty, reliability, honor and responsible financial management. Public confidence depends on every officer possessing and exhibiting unquestioned integrity.

You must also pass a firearms and defensive tactics qualification course and must maintain a high level of physical fitness throughout your career. You will also be exposed to the effects of oleoresin capsicum spray and the electronic stun of an ECD (Electronic Control Device) in your training.

As a Chartiers Township Police Officer, you may be assigned to work in any part of the township. You will be required to perform shift work, including day, evening and midnight shifts. On occasion you will be required to work unscheduled overtime, and there will be times when you will have to attend court to testify on your normal day off or on a day when you are scheduled to work the evening or midnight shift. You will be compensated for shift work, overtime and court time; however, you must expect these occurrences if you accept employment.

A Chartiers Township Police Officer's essential job functions include, but are not limited to:

- Responds immediately to calls for service by motor vehicle or on foot to obtain or give information, enforce the law, provide timely assistance and make referrals to other agencies.
- Patrols by vehicle or on foot to deter crime, apprehend violators and assist other officers. The position may require walking or standing exposed to elements for extended periods.
- Observes and responds to traffic violations to maintain public safety.

- Enforces laws and ordinances impartially by warning or arresting violators.
- Prepares notes, reports and other documents using appropriate style and grammar to provide accurate and complete descriptions of reported incidents.
- Collects reports or data from appropriate sources to provide necessary information to the U.S. Department of Justice, Office of the State's Attorney, Northampton County District Attorney and other governmental or law enforcement agencies.
- Clearly, concisely, honestly and professionally testifies in courts or other proceedings.
- Conducts preliminary or follow up crime and traffic accident investigations.
- Processes prisoners by properly fingerprinting, photographing, checking records and accurately preparing all charging documents to properly identify a defendant prior to release or incarceration.
- Administers appropriate first aid to stabilize an individual's condition until qualified medical assistance arrives.
- Interviews and interrogates to obtain information, statement, admissions or confessions.
- Secures and manages crime scenes to preserve evidence.
- Presents a professional appearance and maintains assigned equipment by practicing personal hygiene, wearing a clean uniform and caring for equipment to ensure proper operation. There are appearance codes and failure to follow them could result in suspension or termination.
- Conducts surveillance of people or locations to prevent crime or obtain information
- Controls crowds and demonstrations in order to maintain community peace and safety, to include wearing protective clothing or masks and standing in formation for long periods, often maintaining a neutral non- prejudicial mindset between two or more groups with opposing viewpoints or opinions on a topic.
- Communicates effectively and coherently by radio in routine and stressful situations.
- Makes arrests by command presence, verbal directions and as needed, using necessary force including pressure points, control holds, impact weapons or handcuffs to control suspects.
- Exhibits independent judgment to determine when there is reasonable suspicion to detain, probable cause to arrest or search, and the appropriate level of force to be used.
- Operates police vehicles at any hour in emergency or non-emergency situations to arrive safely and prevent injury to others.
- Pursues fleeing suspects on foot, which may include quickly exiting a police vehicle or include running, climbing, pulling, jumping, crawling or using physical force to gain entry through barriers to make arrests.
- Loads, unloads, aims and fires firearms from a variety of positions in various levels of light or darkness and in various types of weather for self-defense or the protection of others in accordance with established standards.
- Searches people, vehicles, buildings or outdoor sites for evidence or items that may pose a threat to the officer or others.
- Communicates effectively and coherently with people by giving and receiving information.

- Identifies and collects evidence at traffic accident or crime scenes to assist in investigations and prosecutions.
- Maintains professional demeanor, especially when enduring verbal abuse from antagonistic people in a hostile environment.
- Rescues by lifting, dragging, carrying, securing and evacuating people from accident scenes.
- Reads and comprehends a variety of documents, maps and reference materials to properly enforce laws, help others and comply with Department regulations.
- Directs traffic, which may require standing for extended periods in extreme weather conditions, using hand signals, flares, flashlight or whistle to ensure the flow of traffic, prevent accidents and deny access to dangerous locations.
- Being a Chartiers Township Police Officer is a profession and you will conduct yourself with professionalism at all times on and off duty.
- Working rotating shifts, holidays, weekends including nightshift and as a new officer you may be assigned steady nightshift for a period of time.
- The Chartiers Township Police Department is based on a community policing model, and our task and commitment is service to the community.
- Performing your job as a police officer in adverse weather conditions including extreme cold and heat.
- The police department works under a paramilitary structure and you will have to take orders from superior ranking officers.
- There may be days you will be very busy, and yet you have to keep a proper demeanor and professionalism at all times.
- The job may require you to run after a suspect, and utilize force tactics with them in order to subdue and affect an arrest.
- The job of a police officer is a physically demanding job and an acceptable level of physical fitness is required.
- You will be dealing with the lowest element of society at times, and you will see the best people at their worst, and the worst people at their best.
- Improper conduct and violations of law and departmental directives can result in discipline up to a dismissal.
- We invest a significant amount of money and time in training and equipment and if you choose to leave the service of the Chartiers Township Police department within two years, you are responsible for all non-recoverable costs of your employment.
- You may be asked to return for a re-interview if any questions arise out of the testing phase or background investigation.
- You may be required to use deadly force to protect your life or the life of another.
- You have a one year probationary period following employment and Chartiers Township has the right to dismiss at any time during this year **with or without cause**.
- You must multi-task effectively in critical situations under pressure (talk on radio, listen to the radio, drive an emergency vehicle, formulate a plan of action, etc...).

- You must interact professionally with a variety of people of all races, ethnic groups, religions, sexual orientations and views differing from yours and maintain impartiality and objectiveness in any action you take.

I also understand that by the very nature of police work, not all tasks or job functions can be anticipated and therefore may not be listed above. Having read the above, can you perform the essential functions of the job for which you are applying? By your Signature, you acknowledge that you CAN perform the above listed essential functions.

Name

Signature

Date